

# Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.  
Not all programs use this form. All information must be typed/printed.

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle or Maiden)

## Present Address

\_\_\_\_\_  
(Street) (Apt #)  
\_\_\_\_\_  
(City) (State) (Zip Code) (Phone)

## Permanent Address (If different)

\_\_\_\_\_  
(Street) (Apt #)  
\_\_\_\_\_  
(City) (State) (Zip Code) (Phone)

\_\_\_\_\_  
Cell Phone Number (Phone number where you can be reached on  
Appointment Day.)

\_\_\_\_\_  
E-mail address Social Security Number

\_\_\_\_\_  
Actual or Expected Date (Month/Year) Baccalaureate Degree conferred.  
\_\_\_\_\_  
Actual or Expected Date (Month/Year) DPD Course requirements completed.

Foreign Applicants: Designate Immigration Status \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Grade Point Averages:

Overall Undergraduate (See page 6.)	DPD (See page 6.)	Overall Graduate (If applicable)
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## Graduate Record Exam Results:

(If taken, include a copy with your application.)

- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

_____ Date Taken (Month/Year)	_____ Verbal Score	_____ Quantitative Score	_____ Analytical Writing Score
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**Education:** List all colleges or universities attended, with most recent listed first.

College/University	Address (City/State)	Start and End Dates (Month/Year)	Degree

**Recommendations:** List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

**Honors and/or extracurricular activities after beginning college:** List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors


**Professional Organization Memberships:** List professional organizations of which you are a member.


**Experiences related to dietetics in the past five (5) years:** List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use Hrs/Wk for reoccurring work and volunteer experiences and Total Hours for limited time volunteer and practicum/field experiences. (Note: priority is given to experiences from the past 5 years, if however, you have a professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
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1.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

2.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

3.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

4.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

5.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

6.

Supervisor's Name and Title:

Email:  
Phone:

Key Responsibilities:

**Experiences related to dietetics in the past five (5) years, continued**

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
8.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
9.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
10.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
11.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
12.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

**Other Work Experiences in the past five (5) years:**

Name of Employer / Organization	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid or Volunteer
1.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
2.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
3.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
4.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
5.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
6.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

**Didactic Program in Dietetic (DPD) Courses:** Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. All credits should be converted to semester units.

[illegible]

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

Prepared by The American Dietetic Association and Dietetic Educators of Practitioners Practice Group for optional use by dietetics education programs.

## Instructions for Completing Grade Point Averages

### **CALCULATING UNDERGRADUATE GPA (All credits should be converted to semester units before calculating.):**

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
  - Pat should use the calculated GPA on the institution's transcripts.
- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She also took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth local community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned <sub>1</sub>	58.5		69.6		295.48	

<sup>1</sup>To calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

<sup>2</sup>To calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example:  $423.58 \div 128 = 3.31$ .

Total Grade Points Earned =	423.58
Total Credits =	128
<b>Undergraduate GPA<sub>2</sub> =</b>	<b>3.31</b>

### **CALCULATING DIDACTIC PROGRAM IN DIETETIC (DPD) GPA:**

Each university has specific courses which meets DPD requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '03	3	B	9
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '03	1	A-	4
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	4	C+	8
Centerville Comm College	Soc 100	Introduction to Sociology	<input type="checkbox"/>	Summer '03	3	A	12
	Eng 101	English Composition	<input type="checkbox"/>	Summer '03	3	B+	9
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '04	3	B-	9
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Fall '04	INC		
					Totals Credits	17	Total Grade Points 51
						To calculate DPD GPA, divide the Total Grade Points by the Total Credits. In this example: $51 \div 17 = 3.00$	
						<b>DPD GPA</b>	<b>3.00</b>